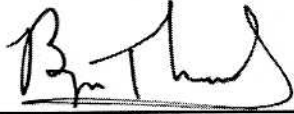


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 9	Number 1	Effective Date 12/12/08	Review Date 2011
Subject POLICE COMMUNICATIONS –RADIO OPERATIONS			<input type="checkbox"/> New Order <input checked="" type="checkbox"/> Replaces G.O 901-1A, (01/12/05) E.O. #07-04, (02/21/07)
References <i>CALEA 81.2.1, 81.2.2, 81.2.3a-j, 81.2.4d, 81.2.4f, 81.2.4g, 81.2.5a-g, 81.2.6a, 81.2.6b, 81.2.8b, 81.2.8c</i> VLEPSC ADM.24.01, ADM.24.02a, ADM.24.02b, ADM.24.02c, ADM.24.03, ADM.24.05a, ADM.24.05b, ADM.24.05c, ADM.24.05d, ADM.24.05e, ADM.24.05f, ADM.24.05g, ADM.24.05h, ADM.24.05i, ADM.24.05j, ADM.24.05k, ADM.24.06a, ADM.24.06b, ADM.24.07a, ADM.24.07b, ADM.24.07c, ADM.24.07d, ADM.24.07e, ADM.24.07f, ADM.24.08a, ADM.24.08b, ADM.24.09a, ADM.24.09b and ADM.24.09c <i>City of Richmond Code §2-274</i> <i>General Order 9-2</i>			
 _____ Chief of Police or Designee			12/12/08 _____ Date

I. PURPOSE

The purpose of this *directive* is to establish the *responsibility of the Division of Emergency Communications (DEC) to coordinate all emergency radio communications and to provide* guidelines and procedures for field users of the City of Richmond's Public Safety Communications System. This order consists of the duties and responsibilities for all members of the Department.

II. POLICY

It is the policy of the Department to establish minimum guidelines for police radio use in accordance with FCC rules and the standards for police professionalism. The Richmond Police Department shall have 24-hour two-way radio capability providing continuous communication between the Division of Emergency Communications and officers on duty.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. SERVICE CHANNEL (RCHSV) – Radio service channel for all DMV requests, Unit 899, Warrant and Information *Services Unit* and Communications Service Channel. This channel provides for verification of existing warrants on file.
- B. ADMINISTRATIVE CHANNEL (ADMN) – An administrative channel has been assigned to each Precinct. This channel is a general use channel for personnel assigned to that Precinct. *Unless requested, this channel is not monitored by DEC.*
- C. (E) TAC and (W) EOPS – *Each Precinct has a talk group.* These talk groups are disabled through DEC and can be enabled at the request of Command Staff for selected operations.

V. PROCEDURE, ROLES AND ACCOUNTABILITY

- A. The Department's communication function not only includes radio communication, but also telephone, teletype, automated data communications and 24-hour telephone access for emergency calls for service. It is also the function of DEC to receive toll-free calls 24 hours a day from the public and the police; and to determine the dispatch priority of the calls for service according to the type of call. The emergency number is 911. *A Captain provides overall supervision for the Emergency Communications Center.*
 - 1. *Communications personnel shall judge characteristics of a call to determine whether an emergency or non-emergency response is required; and,*
 - 2. *Inform the caller of the Department's response including direct law enforcement service and/or referral to other agencies.*
- B. *DEC derives its authority from City of Richmond Code §2-274, which states, in part, that the "Division of Emergency Communications shall be designated as the Public Safety Answering Point (PSAP) for the E-911 telephone system and is charged with the appropriate routing of E-911 calls received. The Division shall also be responsible for the coordination of all emergency radio and telephone communications."*
- C. *DEC is also responsible for the processing of all police calls for service from the time of receipt until emergency responders in the field close the call. DEC will perform the following tasks for obtaining and recording information of each request for service or self-initiated activity, to include:*
 - 1. *Issuing control numbers to responding officers;*
 - 2. *Date and time of request;*
 - 3. *Name and address of complainant, if possible;*
 - 4. *Type of incident reported;*
 - 5. *Location of incident reported;*

6. *Identification of officer(s) assigned as primary and back-up;*
7. *Time of dispatch;*
8. *Time of officer arrival;*
9. *Time of officer return to service; and,*
10. *Disposition or status of reported incident. Personnel shall refer to Attachment "A" of this order for ten codes, phonetic alphabet and disposition codes.*

D. *Assignment of Calls for Service:*

1. *When assigned a call for service, the assigned unit shall respond to the location of the call via the most direct route. The primary assigned unit shall conduct a preliminary investigation and, if required, compile an Incident Based Report (IBR). Upon arrival, if the complainant is situated at a location other than where the offense occurred (e.g. a hospital, Police Headquarters, other Police facilities, etc.), the officer shall notify his/her supervisor, then compile an IBR and any other necessary report(s) and relay pertinent information to his/her supervisor. The supervisor shall, after notifying the Communications Officer, switch to the appropriate police dispatch talk group and relay the pertinent information. The Precinct where the offense occurred is responsible for locating and protecting the crime scene and matters related to the offense.*
2. *When a call is assigned to pick up an Emergency Custody Order (ECO) or Temporary Detention Order (TDO), the unit shall respond to the location of the paper and receive it from the issuing magistrate or judge. The assigned unit shall be responsible for serving the paper or transferring the paper to a unit in the Precinct where the detention facility is located. If units are not available in the Precinct for transfer of the paper, the assigned police unit will be responsible for handling the assignment.*
3. *All personnel will handle the aforementioned calls as assigned by the Communications Officer and will not be transferred to another unit unless another police unit references the assignment.*
4. *All personnel are reminded that any unit logged onto the CAD System is subject to being logged a police call for service. All units shall respond as assigned unless there is a bona fide reason that precludes their response. In those instances, the unit must state the reason via the radio.*
5. *All personnel are reminded that they are responsible for calls for service until relieved by the on-coming personnel. Call for service backlogs are frequently experienced during shift change. However, personnel are directed that they shall not mark End of Tour (EOT) via Mobile Data Computer (MDC) prior to the end of their shift and, that they must make a verbal transmission when marking EOT.*

6. *When marking out of service for any reason, officers are reminded to use their MDC but they **MUST** also give a verbal transmission to a Communications Officer.*
 7. *Supervisors should not make directed patrol assignments at shift change unless there are sufficient units fielded to handle calls for service. In addition, the CAD System cannot mark the same unit number on twice. There are sufficient unit numbers available for each unit to be assigned a unique unit number. It is not the responsibility of the Communications Officer to find a unit number to assign to a unit. The Duty Sergeant shall review unit statuses prior to shift change and assign unit numbers as appropriate.*
 8. *If assistance is needed, contact a DEC Supervisor at 646-5110.*
- E. *Communications personnel have immediate access to at least the following Departmental resources:*
1. *Officer-In-Charge;*
 2. *Duty Roster of all personnel and access to contact telephone numbers for Departmental personnel;*
 3. *Residential telephone number of every agency member and duty schedule for incoming shifts;*
 4. *Visual maps detailing the agency' service area;*
 5. *Officer status indicators;*
 6. *Written procedures and telephone numbers for procuring emergency and necessary external services to the agency; and,*
 7. *Tactical dispatching plans.*

F. *Management of Tape Recordings and Transcripts:*

DEC shall have the capability of immediate playback of recorded telephone and radio conversations while it maintains a continuous recording of radio transmissions and emergency telephone conversations within the Communications Center. DEC shall utilize the following procedures to manage the recordings:

1. *All telephone conversations with the DEC are recorded **and shall be retained for 180 days**;*
2. *In the event that Department personnel need a tape recording of **the** recorded radio transmissions, they are to make their request known by completing a Request for Copy of Tape Recorded Radio Transmissions **form** (PD-107) from DEC. **The PD-107 form** shall be submitted by the member to his/her immediate supervisor;*

3. The immediate supervisor, if a valid reason is found for the request, will forward the PD-107 form to the Officer-in-Charge of the DEC, and retain one copy for the requesting officer's immediate supervisor;
4. *Secure handling and storage of the recordings will be ensured by limiting access to the Communications Center to authorized personnel. The OIC of the DEC or designee will also ensure his/her personnel are trained in protecting equipment within the Communications Center, providing back-up resources and providing security for transmission lines, antennas and power sources.*

G. *Acknowledgement of Radio Transmissions:*

1. *All units shall give their location when acknowledging a call for service. When assigning high priority and/or in-progress calls, the Communications Officer will request that a supervisor also acknowledge the call. A supervisor shall confirm that he/she is aware of the situation by acknowledging to the Communications Officer that he/she heard the transmission.*
2. *Response Notification and Supervisory Accountability:*

If an officer does not respond immediately to a Priority 1 Call for Service when dispatched by DEC, an affected Sector or Precinct Supervisor will be notified of any Priority 1 Call which has not received an immediate response. The Sector or Precinct Supervisor will then advise DEC as to the appropriate disposition of the Call.
3. *A supervisor shall respond to the scene of the following incidents:*
 - *Police fatality;*
 - *Employee injury;*
 - *Police involved shooting;*
 - *Firearm discharge;*
 - *Traffic fatality;*
 - *Bank robbery;*
 - *Commercial robbery;*
 - *Murder;*
 - *Aggravated assault;*
 - *In-progress burglary;*
 - *Suspicious package;*

- **3-Alarm fire;**
- **Hostage and/or barricaded subject; or,**
- **Significant arrest.**

- H. Any off-duty officer calling DEC *via telephone shall use his/her Police Department Code number (i.e., Code 3060) as means of identification verification. In emergency situations, the officer shall provide the Communications Officer with an available phone number where he/she can be contacted.*
- I. Any officer in need of a foreign language translator shall contact DEC. The Department has access to the AT&T Language Line through the DEC. In cases of extreme emergency, the officer may request the AT&T Language Line phone number and the code number from DEC and the officer may make the contact. The Language Line contains all languages, ***and is costly; therefore,*** officers should use the highest discretion when requesting this service. ***When possible and practical the request should be made to a DEC supervisor.***
- J. Use of Radio:
1. All vehicle equipment shall be designated as Units (i.e., Unit 113). ***See General Order 9-2, Police Communications – Unit Numbers.***
 2. All units shall give their location when acknowledging a call, if they change locations during the call and when clearing from a call or assignment.
 3. All units dispatched on calls will acknowledge their arrival at the scene of the call by informing the Communications Officer that he/she is "10-23" (arrived at scene) ***and marking "10-23" via the MDC.*** The Communications Officer will reply with the time ***of the arrival.***
 4. ***Officers clearing from calls shall mark 10-8 by CAD and enter disposition codes via MDC and shall verbally give disposition.***
 5. Lengthy messages should be broadcast in segments with a break in between transmissions. If the message does not require the use of the radio, officers shall use a telephone to convey the message to DEC.
 6. Occasionally it becomes necessary for a police officer to advise DEC of a ***confidential situation that may exist in the City. Officers shall first attempt to communicate messages of this nature by telephone to DEC.***
 7. ***As a courtesy to the Communications Center Operations and personnel,*** all portable radios (walkie-talkies) that are brought into the Communications Center will be turned off prior to entry and will not be used within the Communications Center, except for emergency circumstances. Communications supervisors will see that this requirement has been carried out prior to admitting any visitor.
- K. Multiple Logging of Radio Calls:

1. If an officer is marked 10-7 and wishes to accept another call, he/she shall:
 - a) Clear the current call using the appropriate clear code; or,
 - b) Ask the Communications Officer to put the first call back in pending.
 2. If a situation exists where clearing a call prior to completing the required paperwork is necessary, the officer shall use the appropriate code, as if the paperwork had been completed, and shall notify an operations supervisor.
 3. With the authority of a *field supervisor*, while ensuring there is sufficient staffing to cover calls for service safely during shift change, an officer may mark "10-7" on "Administrative Time" later in the shift to complete any unfinished paperwork. Officers must record the original incident number prior to clearing a call from either DEC or *his/her MDC* for all reports to be completed during "Administrative Time".
 4. Officers and supervisors at a scene are not to be marked out of service by the Communications Officer without their knowledge.
 5. It is the field supervisor's responsibility to ensure *sector* integrity and return units when appropriate.
 6. DEC supervisors shall coordinate with field supervisors in unusual situations or as requested by field supervision.
- L. Inter-Jurisdictional Response, Mutual Aid and Disaster Responses:
1. Mutual Aid Response:
 - a) The appropriate channel/talk group assignment for the operation will be relayed to the Communication Center with the mutual aid request.
 - b) Mutual Aid units will mark available or en route to calls with the appropriate jurisdiction's *Emergency* Communication Center (*ECC*) on the assigned channel/talk group. Units should always use their *jurisdictional* name and unit designation when communicating on another jurisdiction's radio system. Example: Richmond unit 630, Chesterfield unit 112, Henrico *unit* 460, etc.
 - c) Units will continue to communicate with the appropriate jurisdiction's *ECC* and be guided to appropriate channel/talk-group assignments.
 - d) Once the assignment is completed and the units are returning to their own jurisdiction, they should advise the partner jurisdiction's ECC that they are returning to their home jurisdiction. Upon returning to their *own* jurisdiction's appropriate operations dispatch channel/talk group, they should mark themselves available.
 2. *Multi-Jurisdictional* Disaster Response:

- a) Region-wide channels/talk groups will be utilized for communications between jurisdictions during a major disaster for requesting assistance, sharing resources and emergency management.
- b) Communications Centers will coordinate the assigning of these talk groups.
- c) Communications Centers will *also* establish and coordinate a communications plan to be utilized for the duration of the disaster.
- d) Resources assigned specific operations will be guided to the appropriate channels/talk groups by their Communications Center when dispatched.
- e) Emergency operations will be assigned talk groups by Communications Centers for their operations. Talk groups should be assigned from the jurisdiction's radio system that the operation is in. If a disaster occurs in one jurisdiction that begins to overload the radio system, Communications Centers should coordinate the use of all jurisdictions' radio systems into their communications plan.
- f) Disaster Response Units will mark available or en route to calls with the appropriate jurisdiction's Communication Center on the assigned talk group. Units should always use their jurisdiction's name and unit designation when communicating on another jurisdiction's radio system.
- g) When the units return to their own jurisdiction, they should advise the partner jurisdiction's ECC that they are returning to their home jurisdiction. Upon returning to their jurisdiction's appropriate operations dispatch channel/talk group, they should mark themselves available.

3. Law Enforcement Zone:

- a) Region-wide channels/talkgroups in this zone are intended for general use by officers assigned to special investigation units or by officers participating in a regional tactical response.
- b) This is a RESTRICTED RADIO ZONE. Authorized officers will be provided with the appropriate encryption keys for the channels/talkgroups. Operations radio traffic should generally be in the encryption mode.
- c) Operations that require temporary supplemental manpower may be achieved by authorized supervision inviting the temporary officers to the zone and appropriate channel/talk group. When using temporary officer support, the operation will need to be conducted in the non-encrypted mode. Upon the completion of the operation, temporarily assigned officers shall return to their regular operations channel/talk group. Monitoring channels/talk groups in this zone is prohibited unless specifically authorized by the officers' command.

- d) Emergency Communications personnel will not monitor this zone unless specifically requested by an authorized field supervisor and approved by Emergency Communications supervision.

4. Plain and Clear Language:

- a) To the greatest extent possible officers and Communications personnel should use clear language during mutual aid operations.
- b) Officers should become familiar with partner agency Emergency Communications Alert Toning and Response Codes.

M. Equipment:

Officers assigned a portable or walkie-talkie radio and its related equipment shall be responsible for its maintenance and care. Personnel requiring optional upgrades such as additional channels and scanning capabilities should make their request, in writing, through channels to the OIC of the DEC. The Radio Shop must receive the authorization before a work order will be taken. The cost will be charged to the Division requesting the work.

N. All Unit Broadcast:

1. Written Transmission – Information that needs to be announced to all police units should be compiled on the All Unit Broadcast Form (PD-78) using the following procedure:
 - a) Required Information:
 - (1) Part 1 – Check the appropriate block for the origin of the message;
 - (2) Part 2 – Concisely insert the body of the message to be transmitted (attach a copy of the Teletype, if applicable);
 - (3) Parts 3 & 4 – Date and Time; *and*,
 - (4) Part 5 – Insert the name of the “Communications Officer” who transmits the broadcast.
 - b) At the completion of the “All Unit” radio transmission, the Communications Officer will forward the PD-78 to the Central Records Unit for filing.
2. Verbal Transmission – In emergency situations in the field, the officer with the information shall announce the information over his/her radio using the following procedure:
 - a) The officer shall announce his/her unit number followed by “10-14”.
 - b) After acknowledging the officer, the Communications Officer shall relay the information clearly and concisely.

- c) Officers shall permit a short “break” in transmission, if the information is extensive. This will allow other officers the opportunity for emergency transmissions.

VI. FORMS

- A. IBR
- B. PD-78, All Unit Broadcast Form
- C. PD-107, Request for Copy of Tape Recorded Radio Transmissions *Form*

ATTACHMENT A

1. TEN CODES:

10-1	Signal weak	10-19	Contact
10-2	Signal good	10-20	Location
10-3	Stop transmitting	10-21	Call by phone
10-4	Affirmative (OK)	10-22	Disregard
10-5	Relay <i>to</i>	10-23	Arrived at scene
10-6	Busy	10-24	Assignment completed
10-7	Out of service	10-25	Report to meet
10-8	In service	10-26	Estimated arrival time
10-9	Repeat	10-27	License/Permit Info.
10-10	Negative	10-28	Ownership information
10-11	On duty	10-29	Records check
10-12	Stand by	10-30	Danger/caution
10-13	Existing conditions	10-31	Pick up
10-14	Message/information	10-32	_____ Units needed
10-15	Message delivered	10-33	Help needed quick
10-16	Reply to message	10-34	Time
10-17	Enroute	10-36	Felony Warrant on File
10-18	Urgent	10-37	Misdemeanor Warrant on File

2. PHONETIC ALPHABET:

A	Adam	N	Nora
B	Boy	O	Ocean
C	Charles	P	Paul
D	David	Q	Queen
E	Edward	R	Robert
F	Frank	S	Sam
G	George	T	Tom
H	Henry	U	Union
I	Ida	V	Victor
J	John	W	William
K	King	X	X-Ray
L	Lincoln	Y	Young
M	Mary	Z	Zebra

3. DISPOSITION CODES:

☐ General

- 11 Assignment/Investigation Complete
- 12 No Police Report Required/Necessary
- 13 Gone on Arrival, Unable to Locate, Unfounded
- 14 Assisted Police Unit
- 15 Assisted Fire/Ambulance Unit
- 16 Assisted Other (i.e., Complainant)
- 17 Advised

18 Call/Assignment Canceled (By Police Unit, DEC, Complainant)

□ Arrests

- 30 On-View Felony
- 31 On-View Misdemeanor
- 32 Summons Issued
- 33 On File Warrant Served
- 34 Mental Warrant (All Aspects)
- 35 Parking Citation/City Decal Citation Issued
- 36 DUI Arrest (Do Not Include With Code 31)

□ Reports

- 40 Incident Based Report
- 41 Miscellaneous Report
- 42 Juvenile Violation Report
- 43 Other Report (i.e., Domestic Violence, Field Interview Report, etc.)
- 44 Abandoned Vehicle Investigation/Notice Issued

□ Traffic Related

- 60 Accident Investigation/Report
- 61 Accident Investigation/ Non-Reportable
- 62 Accident on City Property/Report
- 63 Assisted with Traffic/Crowd Control
- 64 Suspension Notification Issued (DMV Form)
- 65 Insurance Confirmation Issued (DMV Form)
- 66 Vehicle Towed
- 67 Selective Enforcement Assignment

□ K-9 Use

- 70 ***Mail/Freight/Luggage/Lockers searched***
- 71 ***Person searched***
- 72 Apprehension/Seizure
- 73 Open/Area Search
- 74 Officer Protection/Safety
- 75 Walking Assignment
- 76 Tracking Assignment
- 77 Building Search
- 78 Vehicle Search
- 79 ***Demonstration***

□ Miscellaneous

- 80 Information Received
- 81 Stolen Vehicle Recovered
- 82 Residence/Vacation Home Checked - No Further Action Required
- 83 Business/Merchant Checked - No Further Action Required
- 84 Property (Seized, Found)
- 85 Guns/Weapons (Seized, Recovered, Found)
- 86 Truancy (all truant contacts)
- 87 UNOV (Uniform Notice of Violation) Issued

88 CAPS Inspection Conducted (Multi-agency enforcement)

89 Building Condemned

❑ Drug Related Codes

90 Narcotics Seized – Marijuana

91 Narcotics Seized – Heroin

92 Narcotics Seized – Cocaine (powder)

93 Narcotics Seized – Cocaine (crack)

94 Narcotics Seized – All other drugs

❑ Alarm Dispositions

A Alarm Activation - Cause for Activation Found (Use Secondary Disposition Code)

B Alarm Activation - Actual Incident (Use Secondary Disposition Code)

C Alarm Activation - Weather, Power Outage or Other Related Causes

D Alarm Activation - For Higher Priority Response

E Alarm Activation - No Cause for Activation Found

F Alarm Activation - Employee Error (Business Opening/Closing)

G Alarm Activation - Employee Error (Robbery/Hold-Up)

H Alarm Activation - Cancelled by Alarm Company/Owner (Prior to first unit arriving on scene)

4. DISPOSITION CODES WITH EXPLANATION FOR USE:

The Division of Emergency Communications' Computer Aided Dispatch System will allow for up to two (2) dispositions (PRIMARY and SECONDARY) to be given when clearing from a call. When multiple reports or arrests occur, the exact number will be given as "Times__". It will not be necessary to notify Radio of the first report or arrest, such as "Times 1". See the attached "Brief Examples of Disposition Usage."

❑ General

#11 Assignment/Investigation Complete – Used when clearing from an assignment and other specifically listed dispositions do not apply. Also used by Detectives when clearing from an investigation and no other category is appropriate.

#12 No Police Report Required/Necessary – Used when clearing from a call and no report is required or necessary or for after investigation, it is determined that the call should be handled by another city agency.

#13 Gone On Arrival, Unable To Locate, Unfounded – Used on calls where the subject of the call has left, the address or complainant can not be located or the immediate area has been checked and the reason for responding can not be located, or the complainant specifically denies he/she called the police to respond. For example - a complainant notifies you upon your arrival that the wanted party is no longer at the location.

- #14 Assisted Police Unit – Used on calls when you are a back-up unit. The primary unit will provide the disposition for the call.
- #15 Assisted Fire/Ambulance Unit – Used for calls where the Fire or Ambulance Unit was assisted, but not for providing traffic or crowd control. (See #63.)
- #16 Assisted Other (i.e., Complainant) – Used for calls where an individual was assisted. For example - assisting an individual back into a wheelchair or assisting an individual with a disabled vehicle by requesting a tow truck.
- #17 Advised – Used for calls where advice was given to the complainant.
- #18 Call/Assignment Canceled (By Police unit, DEC, Complainant) – Used for calls when, before your unit arrives on-scene, you receive a message to cancel your response. For example - Responding on a Mayday and before you arrive, you receive a message "any unit not 10-23, 10-22" or the complainant indicates to you that the situation has been resolved prior to your arrival and the police are no longer required, or the primary unit advises a back-up unit to disregard.

□ Arrests

- #30 On-View Felony – Used for calls where the unit providing this disposition actually made the arrest.
- #31 On-View Misdemeanor – Used for calls where the unit providing this disposition actually made the arrest.
- #32 Summons Issued – Used for calls where the unit providing this disposition actually issued a summons.
- #33 On-File Warrant Served – Used for calls where the unit providing this disposition actually executed the outstanding warrant(s).
- #34 Mental Warrant (All Aspects) – Used for calls which deal with any aspect of a mental warrant. For example: transporting a warrant, transporting an individual, or assisting another unit in any phase of executing a Green Warrant.
- #35 Parking Citation/City Decal Citation Issued – Used for calls (either dispatched or self-generated) in which a parking citation or decal citation was issued.
- #36 DUI Arrest (Do not include with Code 31) – Used when a DUI arrest occurs. Listed separately for statistical purposes.

□ Reports

- #40 Incident Based Report – Used for calls which results in an Incident Based Report(s) being completed.
- #41 Miscellaneous Report – Used for calls that result in a non-official report(s) being completed or other written information that is forwarded (i.e., email sent, written information forwarded for investigations NOT included on an official report(s) as shown in #43, etc.).
- #42 Juvenile Violation Report – Used for calls that result in a Juvenile Violation Report(s) being completed.
- #43 Other Report (i.e., Domestic Violence, Field Interview Report, Dog Bite Report, Defect Notice, etc.) – Used for calls that result in any other police report(s) being completed.
- #44 Abandoned Vehicle Investigation/Notice Issued – Used for calls that result in an investigation of an abandoned vehicle. This includes checking for stolen, the issuance of an orange windshield sticker and/or the completion of an abandon vehicle notice that are sent to the Police Tow Lot.

□ Traffic Related

- #60 Accident Investigation/Reportable – Used for calls that concern any aspect of an investigation involving motor vehicles in which a State Accident Report is completed. Also includes the compiling of information and the filing of an Incomplete Accident Report.
- #61 Accident Investigation/Non-Reportable – Used for calls which concern any aspect of an investigation involving motor vehicles in which an exchange of information is involved, but not the completion of a State Accident Report. See #26
- #62 Accident on City Property Report – Used for calls which concern any aspect of an investigation involving an accident on City property.
- #63 Assisted With Traffic/Crowd Control – Used for calls in which you were involved in either traffic or crowd control at a location.
- #64 Suspension Notification Issued (DMV Form) – Used to notify a driver of DMV suspension/revocation/disqualification.
- #65 Insurance Confirmation Issued (DMV Form) – Used to verify liability insurance with DMV.
- #66 Vehicle Towed – Used when a vehicle is towed for any reason.

□ K-9 Use

- #70 Mail/Freight/Luggage/Lockers searched

#71 Person searched

#72 Apprehension/Seizure – Used when K-9 has an apprehension or a seizure.

#73 Open/Area Search – Used when K-9 conducts an open/area search.

#74 Officer Protection/Safety – Used when K-9 completes an assignment for officer protection/safety.

#75 Walking Assignment – Used when K-9 walking assignment is completed.

#76 Tracking Assignment – Used when K-9 tracking assignment is completed.

#77 Building Search – Used when any building is searched.

#78 Vehicle Search – Used when a vehicle is searched.

#79 Demonstration

□ **Miscellaneous**

#80 Information Received – Used for calls when information is received from an individual about any activity or person.

#81 Stolen Vehicle Recovered – Used for calls which result in the recovery of a stolen vehicle(s) either by a radio call or self generated activity.

#82 Residence/Vacation Home Checked (No further action required) – Used for calls when a unit checks a residence and requires no further activity, such as a report. For example - this includes a request made to the precinct, Police Community Care Unit or made directly to an officer by the resident.

#83 Business/Merchant Checked (No further action required) – Used for calls when a unit checks a business or makes unannounced, unscheduled visits to business establishments on his/her **sector** and requires no further activity, such as a report. This does not include meals.

#84 Property (Seized, Found) – Used for calls which result in any aspect of property or evidence being located and transportation to the Property & Evidence Section, and the completion of a property voucher.

#85 Guns/Weapons (Seized, Recovered, Found) – Used for calls which result in any aspect of guns or weapons being located and transported to the Property & Evidence Unit, and the completion of a property voucher and firearms vouchers.

#86 Truancy (all truant contacts) – Used for any calls concerning the truancy of minors.

□ Drug Related Codes

#90 Narcotics Seized (Marijuana) – Used for calls when Marijuana is seized.

#91 Narcotics Seized (Heroin) – Used for calls when Heroin is seized.

#92 Narcotics Seized (Cocaine-powder) – Used for calls when Powder Cocaine is seized.

#93 Narcotics Seized (Cocaine-crack) – Used for calls when Crack Cocaine is seized.

#94 Narcotics Seized (All other drugs) – Used for calls when any other drug, other than those listed are above, is seized.

□ Alarm Dispositions

An alarm call can be dispatched to a hundred block of a street but once the exact location is determined, the officer must notify radio so the call's exact location can be updated. It is imperative that an exact address be obtained and given to the channel operator for all alarm calls prior to clearing.

A. Alarm Activation (Cause for activation found – use secondary disposition code) – Used for calls which, after investigation, the cause for the activation was determined; however, the cause was not for the intended purpose. For example – a motion detector (burglary alarm) was activated by a household pet.

B. Alarm Activation (Actual Incident – use secondary disposition code) – Used for calls which, after investigation, the cause for activation was determined. For example – burglary alarm was caused by an attempt or actual burglary, or a robbery alarm was activated as a result of an attempted or actual robbery.

C. Alarm Activation (Weather, power outage or other related causes) – Used for calls which resulted in an activation resulting from thunder or electrical storms, power outages, or other causes such as a motor vehicle accident which results in a vehicle to go into a store front causing the alarm to activate or a tree branch breaking a front glass window.

D. Alarm Activation (For higher priority response) – Used for calls where a store employee, manager or owner activates an alarm to cause a faster police response.

E. Alarm Activation (No cause for activation found) – Used for calls where no cause for an alarm activation is found after checking the structure.

- F. Alarm Activation (Employee error (business opening/closing)) – Used for calls where an employee, manager or owner activates the alarm while routinely opening or closing the business.
- G. Alarm Activation (Employee error (robbery/hold-up)) – Used for calls where an employee, manager or owner activates an alarm as a result of inattention. For example - pulling out bait money which activates the alarm or a bank employee accidentally activating a hold-up alarm.
- H. Alarm Activation (Canceled by Alarm Company/Owner) – Used for calls where the alarm company or the business/residence owner has notified DEC of proper code issued or accidental activation.